

MINUTE ITEM

14. (POSITION CLASSIFICATION, LAND SALES AND RECORDS SECTION - PERS.)

After presentation of Calendar Item 20 attached, and upon motion duly made and unanimously carried, the following resolution was adopted:

THE COMMISSION MAKES A FINDING THAT:

1. IN ACCORDANCE WITH A DETERMINATION REACHED BY THE STAFF OF THE STATE PERSONNEL BOARD, IT IS APPROPRIATE AND PROPER TO ESTABLISH A NEW CLASSIFICATION FOR THE POSITION HEADING THE LAND SALES AND RECORDS SECTION, STATE LANDS DIVISION, SACRAMENTO;
2. IN VIEW OF THE SCOPE OF THE DUTIES AND THE MAGNITUDE OF THE RESPONSIBILITIES, THE NEW CLASSIFICATION IS PROPERLY OF SENIOR LEVEL IN THE LAND MANAGEMENT FIELD AND SHOULD BE ASSIGNED A COMPARABLE SALARY RANGE WITH SUCH SENIOR CLASSES (\$676-821).

FURTHER, THE EXECUTIVE OFFICER IS DIRECTED TO PRESENT THE ACTION IN THIS MATTER TO THE STATE PERSONNEL BOARD AT SUCH TIME AS THE MATTER OF CLASSIFICATION FOR THE SUBJECT POSITION RECEIVES CONSIDERATION.

Attachment

Calendar Item 20 (5 pages)

CALENDAR ITEM

MISCELLANEOUS

20.

(POSITION CLASSIFICATION, LAND SALES AND RECORDS SECTION - PERS.)

At its meeting June 20-21, 1958 the State Personnel Board will consider the adoption of a new classification for the position (presently classified Supervising Land Title Examiner, proposed Public Lands Officer) heading the Division's Land Sales and Records Section, Sacramento.

The staff of the State Personnel Board and the State Lands Division are not in accord as to the salary range that should be established for the classification. The Board's staff proposes to recommend a range of \$613-745. A study made of this matter by the Division indicates the appropriate range to be \$676-821.

Pertinent facts relative to the transaction are to be found in Exhibits "A" and "B" attached.

IT IS RECOMMENDED THAT THE COMMISSION MAKE A FINDING THAT:

1. IN ACCORDANCE WITH A DETERMINATION REACHED BY THE STAFF OF THE STATE PERSONNEL BOARD, IT IS APPROPRIATE AND PROPER TO ESTABLISH A NEW CLASSIFICATION FOR THE POSITION HEADING THE LAND SALES AND RECORDS SECTION, STATE LANDS DIVISION, SACRAMENTO;
2. IN VIEW OF THE SCOPE OF THE DUTIES AND THE MAGNITUDE OF THE RESPONSIBILITIES, THE NEW CLASSIFICATION IS PROPERLY OF SENIOR LEVEL IN THE LAND MANAGEMENT FIELD AND SHOULD BE ASSIGNED A COMPARABLE SALARY RANGE WITH SUCH SENIOR CLASSES (\$676-821).

FURTHER, THAT THE EXECUTIVE OFFICER BE DIRECTED TO PRESENT THE ACTION IN THIS MATTER TO THE STATE PERSONNEL BOARD AT SUCH TIME AS THE MATTER OF CLASSIFICATION FOR THE SUBJECT POSITION RECEIVES CONSIDERATION.

Attachments:  
Exhibits "A" and "B"

EXHIBIT "A"

Resume of Actions Respecting a Survey of the Classification  
of the Position Supervising Land Title Examiner--Land  
Sales and Records Section, Sacramento

In December of 1957 the Executive Officer requested the State Personnel Board to survey the position classification of the head of the Land Sales and Records Section for the purpose of determining whether it was properly classified. The request was based on: (1) a maladjustment of salary ranges within the unit resulting from special salary increases allowed property appraisal classes in other agencies, and (2) the necessity for an internal study of the position.

This study indicated (1) that the primary function of the position was the supervision and direction of a state-wide program to place the public lands of the State in private ownership; (2) that this program had expanded from an \$85,000-a-year operation in 1952-53 to a \$1,244,000 operation in 1956-57 with correlative growth in responsibilities; (3) that the duties to be performed and the skills and knowledges required exceeded the scope of the existing position classification; (4) that established salary ranges in the Land Sales Section did not recognize the supervisory relationship between Supervising Land Title Examiner (\$556-676) and the subordinate position Associate Real Property Appraiser and Negotiator (\$584-710).

At a conference held in early May, staff members of the State Personnel Board reported that the position under discussion justified a new higher classification. However, the following quotation from a letter of May 6, 1958 is representative of the State Personnel Board staff position with respect to the salary range for the proposed new class:

"In accord with Personnel Board policy in a matter such as this we are acceding to your request for a special class for this position (now Supervising Land Title Examiner). We continue to differ on proposed salary, however, and our memorandum will carry the following:

Department request: \$676-821 (4 steps above the present)

Staff recommendation: \$613-745 (2 steps above the present)"

In its study and investigation of this matter the State Personnel Board's staff concluded that: (1) the salary range for the existing classification Supervising Land Title Examiner could and should be adjusted by two pay steps, i.e., from range \$556-676 to \$613-745; (2) a new classification is warranted for the position heading the Division's Land Sales and Records Section. However, the Board's staff does not recommend that the broader abilities requisite in the proposed new classification are deserving of recognition salarywise.

It is a well-established principle in State Civil Service that pay ranges recognize the level of duties and responsibilities assigned; that as nearly as possible such ranges should be equivalent in different fields where

comparability exists. Though there is no definitely comparable position in State Civil Service to the one under discussion, the broad field of duties assigned and the exacting and consequential nature of decisions reached indicate this position to be comparable in most respects to the Senior Land Acquisition and Appraisal Classes. These latter have parity salary ranges of \$710-862; therefore the Division's suggestion for a range of \$676-821 appears both reasonable and well justified.

Presented in summary:

1. Agreement has been reached between the State Personnel Board staff and the Division that a new classification (proposed-- Public Lands Officer) should be established to head the Division's Land Sales and Records Section.
2. The State Personnel Board's staff will recommend a salary range of \$613-745 for this classification. Review by the Division's staff indicates that a proper range is \$676-821 for the reasons hereafter stated:
  - (a) To recognize duties and responsibilities beyond the scope of the present classification Supervising Land Title Examiner;
  - (b) To establish parity with other senior land classes having comparable responsibilities;
  - (c) To assure the ability to secure competent personnel in this highly responsible position.

This matter will be presented to the State Personnel Board at its meeting of June 20-21, 1958. In appearing before and recommending to that body, the Executive Officer feels that there should be assurance that the Commission is in full accord and agreement with the representations to be made.

EXHIBIT "B"

Draft of Proposed Specification for Public Land Officer  
Prepared by the State Lands Division and Submitted to the  
State Personnel Board Indicating Duties to be Performed

PUBLIC LANDS { OFFICER  
ADMINISTRATOR

DEFINITION:

Under general direction to direct the work of a staff engaged  
(1) in processing sales and leases of State public lands, inclusive  
of "School lands", lands acquired in lieu thereof from the United  
States, Sovereign and Swamp and Overflowed lands; and (2) in main-  
taining official indices and records of public and proprietary State  
lands and lands within the State over which jurisdiction has been  
ceded to the United States.

TYPICAL TASKS:

Supervises, trains, and evaluates the performance of a staff engaged  
in processing land sales and land leasing transactions, and in main-  
taining official records of State Public Lands. In such capacity  
passes upon land applications, land appraisals, bid offers for lands,  
and muniments of title; directs the examining and searching of title  
records, the preparation of title documents, the indexing and filing  
of land records and the performance of appraisals of public lands;  
negotiates land exchanges with the United States; interprets legal  
descriptions of land from metes and bounds descriptions, township  
plats, maps, and related documents, provides technical consultation  
and advice relating to title to State Public Lands and lands pre-  
viously sold by the State, reviews land condemnation and other liti-  
gatory actions to determine State interest in lands being condemned;  
prepares letters and reports and makes recommendations to the Execu-  
tive Officer and the State Lands Commission respecting the foregoing  
activities.

MINIMUM QUALIFICATIONS:

Experience: Five years of experience in title work, three of which  
shall have been in title examining and which shall have included at  
least one year of experience in a supervisory capacity; and

Education: Equivalent to completion of the twelfth grade.  
(Additional qualifying experience may be substituted for the re-  
quired education on a year-for-year basis.)

and

Knowledges and abilities: Thorough knowledge of the provisions of  
Part 3, Division 6 of the Public Resources Code governing the sale of  
Public Lands and of applicable rules set forth in Division 3, Title 2,  
California Administrative Code; thorough knowledge of U. S. laws

governing the transfer of lands between the State and the United States; thorough knowledge of the methods and terminology used in searching for and examination of land titles and factors involved in arriving at a vesting of ownership of property; wide knowledge of and ability to interpret the meaning of land title documents and to determine the sufficiency and validity of title, inclusive of ability to prepare title documents; wide knowledge of the principles of effective supervision and ability to plan, direct and coordinate the work of others; ability to understand complex descriptions of real property and to evaluate real property appraisals; general knowledge of recognized methods of filing and filing systems; ability to: analyze situations accurately and take appropriate action; dictate difficult correspondence; prepare clear and comprehensive reports and maintain effective working relationships.

and

Special personal characteristics: Willingness to travel throughout the State.

Monthly Compensation: \$676-821

Work Week Group